



# City of Eureka, California

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>City Attorney</b>
<b>Class Code Number</b>	<b>1110</b>

### General Statement of Duties

Provides accurate and timely legal advice to the City; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to provide legal advice and representation to the City. The work is performed under the direction of City Council, but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over assigned administrative support personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment.

### Examples of Essential Work (Illustrative Only)

- Attends City Council meetings and provides legal advice on issues, including addressing questions or concerns of Council, and providing legal advice and opinions in writing as appropriate;
- Serves as a legal consultant to Department Heads and staff regarding legal requirements and consequences of proposed actions regarding a variety of legal issues involving City business;
- Represents the City in all legal proceedings, including filing litigation, responding to litigation brought against the City, drafting pleadings and correspondence, attending court proceedings, and conferring with City staff regarding litigation and potential liabilities;
- Supervises outside legal counsel on behalf of the City to address specific or specialized legal concerns and issues;

- Drafts and reviews all contracts for goods and services between the City and outside vendors, contractors, and consultants;
- Drafts and reviews ordinances and resolutions for presentation to City Council;
- Addresses inquiries or complaints from the public regarding City services or affairs, and responds in a courteous, timely and accurate manner;
- Confers with outside agencies regarding City projects, and provides legal advice regarding claims, City litigation, and other legal issues as requested;
- Keeps City Council and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

### **Required Knowledge, Skills, and Abilities**

- Comprehensive knowledge of civil and criminal law;
- Comprehensive knowledge of the principles, practices, methods, materials and references utilized in legal research;
- Comprehensive knowledge of legal practices and procedures;
- Comprehensive knowledge of municipal law, torts, contracts, civil rights, administrative processes and real property;
- Comprehensive knowledge of appellate practices and procedures;
- Comprehensive knowledge of local and State violations, misdemeanors and criminal procedures;
- Comprehensive knowledge of State and Federal statutes and regulations pertaining to municipal governments;
- Comprehensive knowledge of current collective bargaining agreements;
- Comprehensive knowledge of current principles and practices of public administration;
- Comprehensive knowledge of budgetary principles within a municipality;
- Ability to demonstrate effective written and verbal negotiations;
- Ability to provide administrative direction within a municipal Department;
- Ability to handle stressful situations in a professional and courteous manner;
- Ability to make effective public presentations in court and at public meetings;
- Ability to establish and maintain effective working relationships with City Council, Department Heads, other City personnel, court officials, outside vendors, consultants, the news media, and the general public;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

Any combination of training and/or experience which is equivalent to:

- Juris Doctorate Degree;
- Seven or more years municipal law experience.

#### **Required Special Qualifications**

- Valid Class C California State Driver's license.

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office and court environment.